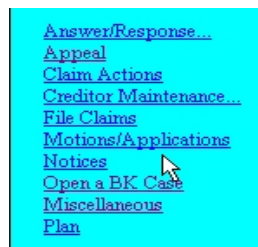


Motion to Transfer Divisional Venue.

STEP 1 Click on the **Bankruptcy** hyperlink on the **Main Menu** then click on **Motions / Applications**.



STEP 2 The **Case Number** entry screen displays.

A form titled "Case Number" with a text input field containing "03-20786". Below the input field are two buttons: "Next" and "Clear". A mouse cursor is pointing at the "Next" button.

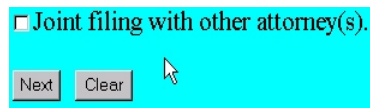
- ◆ **Case Number** - enter a case number in *YY-NNNNN* format.
- ◆ Click on the **Next** button.

STEP 3 The **select type of motion/application** being filed screen displays.

A list box containing the following options: "Stay", "Stay Pending Appeal", "Strike Document", "Substitute Attorney", "Substitute Party", "Temporary Restraining Order", "Transfer Case To Another District", and "Transfer Divisional Venue". Below the list box are two buttons: "Next" and "Clear". A mouse cursor is pointing at the "Next" button.

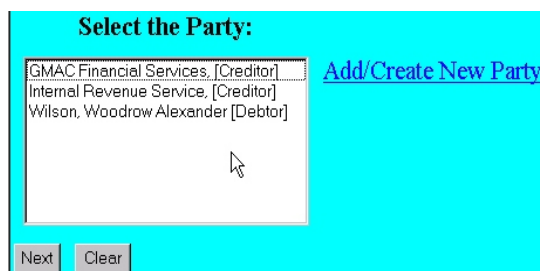
- ◆ Scroll through the options and highlight **Transfer Divisional Venue**.
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** screen displays.



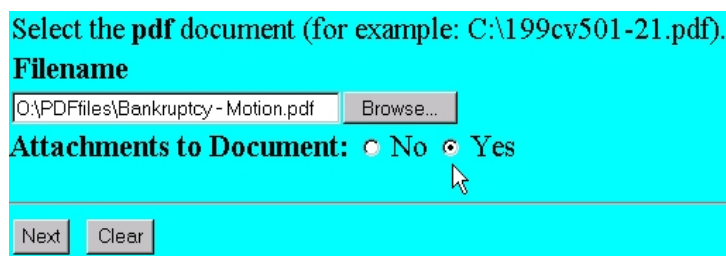
- ◆ Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.
- ◆ Click on the **Next** button.

STEP 5 The **Select the Party** screen displays.



- ◆ Click on the party's name.
- ◆ Click on the **Next** button.

STEP 6 The **Select the pdf document** screen displays.



- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ To attach the Proposed Order and other documents (e.g. an exhibit, appendix):
 - ▶ Click on the radio button next to 'Yes.'
 - ▶ Click on the **Next** button.

STEP 7 The **Select one or more attachments:** screen displays.

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

O:\PDFFiles\Bankruptcy - Proposed Or... Browse...

2) Select a document type and/or enter a description.

Type	Description
Proposed Order	Granting Motion to Change Venue

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List

Remove from List

Next

- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment to list.
- ◆ As documents are added to list, they will appear in the filename list box.
- ◆ Click on the **Next** button.

STEP 8 The **From, To, and With Certificate of Service?** screen displays.

From? Charleston

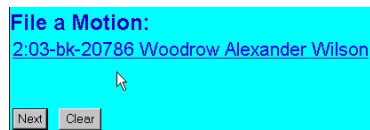
To? Huntington

With Certificate of Service? y or n: y

Next Clear

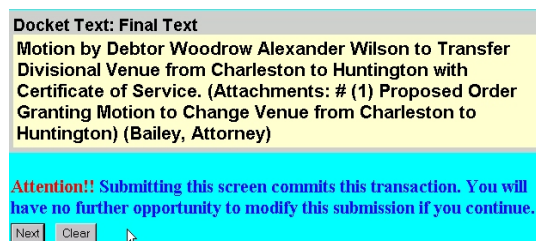
- ◆ **From and To?:** Type in the appropriate venues.
- ◆ Type a lowercase **'y'** if a Certificate of Service is attached to your document or a lowercase **'n'** if there is no Certificate of Service.
- ◆ Click on the **Next** button.

- STEP 9** A **Verification** screen displays. Verify the accuracy of the case name and number, then click on the **Next** button.



File a Motion:
2:03-bk-20786 Woodrow Alexander Wilson
Next Clear

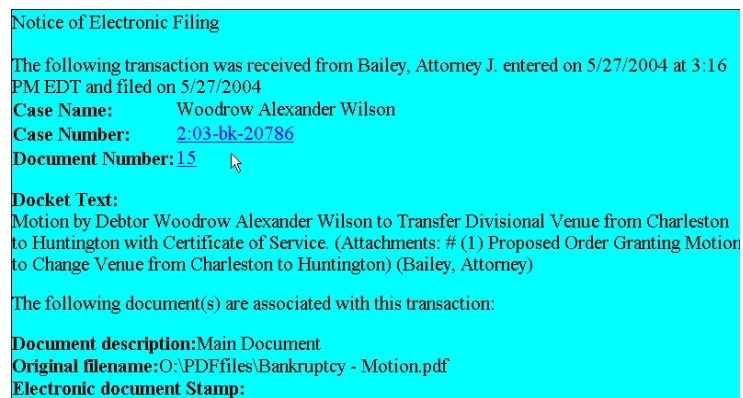
- STEP 10** The **Docket Text: Final Text** screen appears. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.



Docket Text: Final Text
Motion by Debtor Woodrow Alexander Wilson to Transfer Divisional Venue from Charleston to Huntington with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Change Venue from Charleston to Huntington) (Bailey, Attorney)
Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.
Next Clear

- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.

- STEP 11** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.



Notice of Electronic Filing
The following transaction was received from Bailey, Attorney J. entered on 5/27/2004 at 3:16 PM EDT and filed on 5/27/2004
Case Name: Woodrow Alexander Wilson
Case Number: 2:03-bk-20786
Document Number: 15
Docket Text:
Motion by Debtor Woodrow Alexander Wilson to Transfer Divisional Venue from Charleston to Huntington with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Change Venue from Charleston to Huntington) (Bailey, Attorney)
The following document(s) are associated with this transaction:
Document description: Main Document
Original filename: O:\PDFfiles\Bankruptcy - Motion.pdf
Electronic document Stamp: